

PHILIP MORRIS U.S.A.

INTER-OFFICE CORRESPONDENCE

120 PARK AVENUE, NEW YORK, N.Y. 10017

TO: Clare Purcell

DATE: February 6, 1995

FROM: Sandra R. Lizza 

SUBJECT: Modification to Purchasing Retention Schedule

The PM-USA New York Purchasing department seeks approval for the following changes with its record retention schedule:

1. The most recent retention schedule for PM-USA New York Purchasing (Attachment I) does not allow for retention of Purchasing files for promotions. These files support the process for awarding business to suppliers and are required for audit and legal purposes. Frequently, consumer complaints or other legal issues arise which require a review of the decision process, including specifications, testing, bid evaluation etc. I believe that the record retention period should be a total of 7 years (2 in the department and 5 in storage). These files can be referred to as "Promotion Programs" or something similar.
2. Record code P0780 "Purchase Orders/Requisitions" shows a retention period of C + 2 with the official file location as "FIN". Purchasing is the department of record for Purchase Orders and has always maintained hard copies and microfiche copies (our previous retention schedule showed C + 1 dept., 5 storage; and 7 storage for microfiche). I checked with Tammy Larcara, Manager Accounts Payable, and she said that Finance does not keep copies of PO's and that PO's are not on their retention schedule.
3. Several legal issues have arisen which required calendars to verify when meetings were held with suppliers. I believe the record retention period for these items (record code C0010) should be increased.

I have attached a maintenance form required by the retention procedures. (Attachment II)

Please let me know if you would like to discuss these issues. Thank you.

SRL/dc  
attachment

cc: K. Bunte  
P. Massiah

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